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CARE AND BINDING OF
BOOKS AND MAGAZINES.

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by

A. L. A. Committee on Bookbinding

Mary E. Wheelock, *Chairman*

Chicago

AMERICAN LIBRARY ASSOCIATION

1928

Members of A. L. A. Committee on Bookbinding:

MARY E. WHEELOCK, *Chairman*

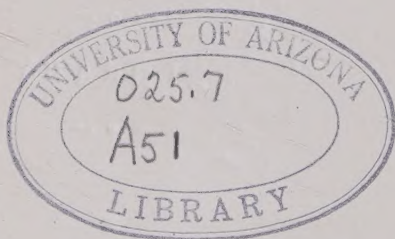
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INTRODUCTION

The procedure as here outlined covering the various classes of work coming under the head of "Care and binding of books and magazines," is probably fairly representative of the best practice among libraries and library binders. There is necessarily and rightly some difference of opinion regarding details of methods, and no attempt is made to over-standardize such details regardless of conditions in individual libraries.

Of the seven topics treated four are revisions of material originally prepared during the past ten years. "Care of books in the library," prepared jointly by Gertrude Stiles, Mary E. Wheelock, and John Archer, was first issued under the chairmanship of Joseph L. Wheeler, in 1919. "Better methods and materials in book-mending," prepared by Zana K. Miller while connected with the Library Bureau, and originally published in *Public Libraries* for March, 1924, supersedes "Mending and repair of books," by Margaret W. Brown, later revised by Miss Stiles and now for some time out of print. "Preparation of periodicals for the bindery," by Miss Stiles, appeared in *Public Libraries* for March, 1923, and has been reprinted several times by the Bookbinding Committee and the National Library Bindery Company, Springfield, Mass. "Specifications for library and school bookbinding" was prepared jointly by Miss Wheelock and Mr. Frank M. Barnard, President of F. J. Barnard & Co., Library Binders, Boston, approved by a committee of library binders and members of the Bookbinding Committee, and first issued in *Library Journal* for September 1, 1923.

These also have been reprinted several times by Mr. Barnard for distribution among library patrons.

Of the three new topics, "Preparing magazines for circulation," and "Suggestions for typing missing pages" represent the practice in the Cleveland Public Library and were prepared by Miss Wheelock, while Miss Stiles is responsible for "Preparation of books for the bindery."

The practical suggestions of John Archer in connection with some of the revisions are deserving of acknowledgment.

A folder, *Lettering on library books*, first issued in 1919, has been reprinted by Joseph L. Wheeler, former Committee chairman, and is again available at A. L. A. Headquarters.

M. E. W.

CARE OF BOOKS IN THE LIBRARY

It has long been common practice for librarians to prescribe regulations for readers as to handling books. But the careless or thoughtless treatment of books by assistants and pages within libraries constitutes a situation which it seems has not been given the consideration that the facts warrant.

The following is a digest compiled from instructions issued some years ago in the Cleveland and St. Louis public libraries for guidance of shelvees and pages, and here adapted for general library usage.

Shelving. Books should not be too tightly shelved. Always leave space for at least one or two more books, shifting those thus displaced to the next shelves to avoid crowding.

Partly filled shelves should be provided with book supports. Of the commonly used steel book supports, those having a flange are preferable to those without, as they are less likely to become hidden between books on the shelves, where they may cause serious damage as more books are pushed in. Steel stacks are provided with wire supports which are easily adjusted. Those styles of supports that are likely to scratch the tall books on the shelf below should be avoided.

Books should not be shelved on their front edges, as the weight, particularly of the large or heavy ones, tends to loosen them from the covers. Such large books should be moved to oversize shelves. Oversized books require special supports, which may be attached to the shelf

above or may extend upward from the shelf on which they stand, somewhat higher than the ordinary supports; or both kinds may be used, supplementing one another.

Bound newspapers and other very large, heavy books are better shelved flat. If shelving is adjustable extra shelves may be inserted as required to provide for not more than one or two volumes on each shelf, lying flat, and so avoid the necessity of pulling one big volume from under a heavy pile of others. If shelves are of wood and not adjustable, additional shelves should be provided as needed, with cleats under each end. If very large books must be shelved upright there should be frequent vertical partitions or supports to prevent them from leaning over upon others next to them and thus straining the bindings.

On trucks. Books should be placed on book trucks with tops up, the same as on shelves; and while they should stand snugly together they should not be unduly crowded or forced, as covers are thus sure to be marred.

A book support especially designed for use on trucks is easily made from a wooden block 2" x 6" x 8", with a tongue of $1\frac{1}{4}$ inch spring steel.

Books may be placed on trucks on their front edges *temporarily* for convenience in rapid sorting, but should not be allowed to remain so, particularly if the truck is to be moved.

No weight should be placed on top of books on a truck, nor should anyone be allowed to lean on them.

When books are piled flat on a truck to be moved from one room to another, the top shelf should not be filed above the end supports; neither should tall books

be inserted at ends of the top shelf to provide support so that books may be piled higher than the end supports.

Wheel trucks over thresholds at right angles.

Trucks should be kept in good repair, especially as to wheels and tires.

Packing. Books should be packed in boxes much tighter than on shelves. Never put the last book to be packed next to the side of the box, but make space for it between the others, to avoid marring the cover.

Boxes only partly filled should have the empty spaces packed with crushed paper.

When packing parcels use two pieces of strong wrapping paper. Put larger books at bottom, flat, alternating all books with backs to right and to left to make piles even. About sixteen ordinary sized books can be packed in two piles, or twenty-four books in three piles, to the package. Use heavy cord (or double), passing it around each pile of books, never between them. A double fold of wrapping paper slipped under the cord where it comes over the long end of the package, serves as a pad to prevent denting of covers. Draw cord tight and tie securely.

General care. Any rough handling, such as tossing books to shelves or table, crowding, or heaping them in shaky piles either in process of shelving or transportation, should not be allowed.

Packages of books should not be allowed to slide along the floor, nor be thrown nor dropped heavily.

Books should not be left on radiators.

Books in need of repair or binding should be handled with especial care so that leaves are not lost or covers loosened from the books. Never allow loose leaves to

extend beyond the covers, as irreparable damage may be done to valuable books by such carelessness. Books which have broken apart or have loose leaves or sections should be tied with soft cord until proper attention can be given them.

Improper use of clips often results in serious injury to books. If the clip is attached to two or more leaves, and if in case of valuable books and of thin paper editions, a slip of paper is folded over the leaves before attaching the clip, injury is usually avoided. The Weiss clip (triangular) while suitable for cards or slips, is unsafe for use in books.

Opening of new books. Careful opening of new books and rebound books tends to lengthen their period of service. Place the book on the table, back down, open the front cover, then the back cover, then a few leaves at a time, alternating back and front. This will lessen the danger of breaking the binding between sections.

Reference books. All reference books in constant use should be watched for repairs.

Large dictionaries should have special stands on which they may be consulted without moving the volumes. If left open at the middle large reference books may be used conveniently with much less wear on first leaves than if it is necessary to open at the front for each consultation.

Leather preservation. Whenever rare and valuable leather bindings are found in library collections, the question of proper means of preservation merits attention.

For the more modern sheep and cowhide bindings and the buffing backs (split cowhide) formerly used by some

publishers on text books, there seems little to be done, as injurious acids have been used in the modern hurried processes of tanning the sheep and cowhide. And while some temporary good may result from rubbing an oil into the leather, no treatment will counteract or permanently arrest the process of deterioration.

The oasis and niger brands of acid-free morocco, much used in recent years, make highly satisfactory bindings for books in constant use and at comparatively reasonable cost as compared to the heavier and more expensive moroccos. The appearance and durability of these rather smooth-grained bindings is improved by the use of proper lubricants.

But the really good morocco, calf and even sheep bindings of generations or centuries ago, as well as some of the finer modern leather bindings, are the ones that should claim our serious attention. The importance of careful expert selection of the ingredients for treating such books cannot be too strongly emphasized.

While some itinerant dealers in preparations claimed to be effective for the purpose have appeared in several sections of the country and in some libraries have treated leather bound books with apparent success, the lack of exact knowledge of the ingredients composing their formulas leaves the ultimate value of the treatment somewhat in doubt. For the present at least, or until such formulas are proved harmless by chemical analysis, probably the safest course is to use neatsfoot oil and lanolin according to the method in use in the New York Public Library, where a special study of leather preservation has been made. The small cost of the ingredients here used will be found an added advantage.

The treatment is described by John Archer, Superintendent of Printing and Binding, New York Public Library, and a member of the Bookbinding Committee, as follows:

Take 4 parts of lanolin, which is of a lardy consistency, and warm it slowly until it becomes fluid or free running. To this add 6 parts of neatsfoot oil and mix thoroughly. When cool, apply with a flat varnish brush appropriate to size of work, taking care to apply only to the leather, and let it stand a few hours or over night if possible so the oil is absorbed. Then polish with a soft cloth. Where an added polish is required treat the same as above and apply a small quantity of castor oil with a soft cloth and then polish with a chamois or sheepswool polisher.

BETTER METHODS AND MATERIALS IN BOOK MENDING

To be politely informed, by a recognized authority on book mending in a well known library, that one's ideas on book mending materials are "twenty years behind the times," was slightly disconcerting to a librarian who thought that she not only knew the right materials to be used, but also right methods. The remark was a challenge not to be ignored. It put this librarian on the defensive, and led to a careful investigation of the best materials and methods now recommended by many book mending experts. For it must be admitted that those who have spent years in the study of practical book mending in some of the best libraries of the country are rightly entitled to be called "experts." The consensus of opinion among such persons may not wisely be disregarded by less experienced workers. Their advice is repeated here for the benefit of those who are interested in book mending and who wish to improve their own methods.

Besides these authorities, others were consulted, practical librarians in small libraries and library organizers, who not only know how to do mending, but who instruct others in the art. One organizer has suggested that it would be helpful to print these simplified directions for mending, so that they might be left with untrained librarians for further study, after the organizer has demonstrated right mending with proper material and easy methods.

With this practical need in mind, a few approved processes are given, but only those which may be successfully executed by beginners in the art of book mending.

The work requires simple tools and inexpensive materials often easily purchased locally or from book binders, and some library supply dealers.

APPROVED MATERIALS

Scissors, long thin blades, 6-7½ in.

Paring knife of good steel, 3-5 in. blade.

Bone paper folder, flat with thin edge, 6 in. long.

Darning needles, strong, but not too coarse. Sharp's No. 1.

Barbour's No. 40 soft finish linen thread, or Hayes' linen, No. 25; cotton thread is recommended by some binders.

Powdered pumice stone, ink eradicator, art gum, hard eraser, Ivory soap and sand paper, all useful for cleaning.

Cheese cloth, waxed paper, both for paste work.

Light weight white muslin, or "galatea" cloth (about 20 cents a yd.) Strips of thin white ungummed muslin may be purchased ready cut from either National Library Bindery Co. or H. R. Hunting. Single strips are 1x8 in. (50 in a package). These are convenient and inexpensive.

Cut lengthwise into:

Single strips 1 in. wide (for strengthening weak joints, but *never* for fastening loose pages or sections.)

Double strips 1½ in., same cloth, white or unbleached, stitched through the center (for entire new joints and recasing).

Outing flannel: Thinnest, sleasiest quality (preferred by some menders to muslin, for recasing). Cut lengthwise into 3½ in., 3¾ in. and 4½ in. strips.

Book cloth: Art vellum made by Interlaken Mills, or light weight imitation leathers, by the yard, *ungummed*, in red, brown, green, black, and other colors (50 cents a yd.) Sold by any binder. Cheaper and sticks better for the purpose than ready cut gummed strips.

Paper: White, unglazed, and *ungummed*, in sheets, or cut by a paper dealer into ¾ in. strips. Onionskin, thin typewriter paper, Japanese tissue, or even ordinary white tissue paper, are best for mending torn pages, and guarding in leaves. A good bond paper, Hurd's No. 7002, or the heavier qualities of typewriting paper are used by some for strengthening joints. Fly leaves saved from books to be rebound for matching and mending torn margins, patching corners of leaves and typing title pages are useful.

Paste: Satisfactory commercial adhesives are many in number. No one brand may be recommended as being better than all others. "Gluey," Arabol's "White size," powdered and home-made pastes,

as well as that to be purchased in bulk from book binders, all have their advocates. Whatever sort is used, avoid thin paste, and use any adhesive sparingly, especially in books which are to be rebound. Stir or beat the paste thoroughly before using. *Never use mucilage.* The use of flexible glue requires considerable experience. Binders do not advise it on books to be rebound later.

Brushes: Long-handled, flat, $\frac{3}{4}$ in. bristles, and round brushes with $\frac{3}{8}$ in. bristles will be useful.

Varnish for covers and lettering: The best white shellac, or "Barco," a preparation manufactured by the Holliston Mills, Inc., Norwood, Mass., said to be better than shellac. If shellac is used, a coat of any good floor wax, well rubbed in, is desirable, especially for children's books.

Marking inks and pens: David's white letterine, or "Snow White," made by the J. W. Johnston Co., Rochester, N. Y., and also Higgins' black India ink. Telegraphic or Judges' quill pens are suitable for lettering with either white or black inks.

Press: A discarded letter press; a set of clamps from any hardware dealer, with a few thin boards, squares of marble or stone, or even bricks covered with paper will answer the purpose of a book press.

A WORD TO THE WISE!

Gummed materials, either tape, book cloth, or adhesive paper are not recommended by those who know the most about mending and have made actual tests with different materials. Long-time experience has proved that the softer and lighter weight the mending fabrics, the better for the book and the more enduring the results. Because gummed materials are more quickly and easily used, they are often applied without discrimination and frequently result in damage to the book.

Inserting loose leaves or sections with gummed tape or adhesive paper is strongly condemned because it ruins the book for rebinding and is ugly in appearance. Gummed materials also harden, crack, and discolor with age.

For either joints or recasing, the ungummed cloth is more adhesive and flexible, and also less expensive.

Light weight, ungummed fabrics are preferred for all kinds of book mending.

WHEN AND WHAT TO MEND

The universal caution is—"Mend promptly at the first sign of loose leaves, tears or breaks in the binding," but the warning invariably follows—"Avoid overmending on all books which will eventually be rebound." Early rebinding for books of permanent value is always more economical, in the long run, than too much of the wrong kind of mending.

If a book is weak enough in the first and last signatures to need overcasting, it will be wiser to have it rebound. Sewing a book is a questionable process for beginners, both in results and the expenditure of time. "A stitch in time"—to fasten a loose signature—may "save nine"—but for most books, when the sewing is loose, resewing of any kind will be much better done by a regular binder.

The only way for beginners to learn when it is wise to mend, when to rebound, and when to discard worn books, is to make a study of actual costs and results—experience is after all the best teacher. Hints on "When to mend" will be found on p. 166 of *Library bookbinding*, by A. L. Bailey, (now out of print) but there are no rules which will fit all cases.

REINFORCED BINDINGS FOR FIRST PURCHASE

Many librarians have found that a few extra cents spent in the beginning for reinforced binding, that is, stronger sewing and better joints, will greatly reduce mending costs and binding bills. The first purchase of popular books in these reconstructed bindings will result in keeping these books much longer in circulation and delay both the need to mend or rebound.

EASY PROCESSES

Torn leaves. One of the first damages is the tearing

of leaves. The neatest and best method of repair is as follows:

Add a very little paste to the torn edges, fit these together and smooth flat over waxed paper. Place over the tear a narrow strip of onionskin paper torn or cut lengthwise of the grain (or any other ungummed thin papers listed), pressing it on firmly. Sufficient paste will ooze out along the edges to make the mending paper adhere to the tear. Over this lay a piece of waxed paper and place the book under a weight. When dry, carefully pull off the superfluous edges of the mending paper. Enough of the long fibres of the paper will remain to strengthen the tear and leave the mending scarcely visible. Japanese tissue paper may be used for expensive books, but the less expensive papers are suitable for ordinary books. Strips of paper which are conspicuous and unsightly, as well as adhesive paper which yellows with age, should be avoided if neat work is desired.

Loose leaves. Early defects in many trade bindings are loose leaves or illustrations. For the occasional loose leaf, fold the leaf or illustration at the inner margin about one-eighth inch over a ruler, making a hinge. Apply paste with the finger along this narrow edge of the hinge and push it well into the book with a thin bone folder. Close the book, and press it.

If the leaf to be replaced is of heavy paper or is so worn at the inner margin that it cannot be tipped in as above described, cut a half-inch strip of onionskin or other thin ungummed paper lengthwise, fold it in the middle, add paste to the strip and press one half on the loose leaf and the other half on the opposite leaf, shoving the paper strip well into the hinge with a bone folder.

Trim the edges, if necessary, place waxed paper in the inner margin, and press the book.

It will not pay to replace poor or ordinary illustrations in books of fiction as they are not worth the time. Plates or illustrations from expensive books or fine editions of children's books should always be replaced.

Warning: Under no circumstances should cloth, either gummed or ungummed, be used for replacing leaves or illustrations. This is considered a very bad practice by both expert menders and binders.

Joints. The joints of a book are the hinges which bend when the book is opened. In the usual trade bindings, the joints are the most vulnerable part of the book. They are made of a poor quality of cloth called super, which quickly weakens and breaks.

When a book, otherwise in good condition, first shows looseness in the joints, it may be tightened by opening the book upright and folding the covers back so that the cloth back separates slightly from the body of the book, then with a small, long handled, round brush, insert a very little paste, or glue if preferred, from top to bottom down both the front and back joints. Too much paste or glue should not be used or it will spread over the cloth cover and make it stick to the back of the book, making it too tight and awkward to open. Press the book well into the cover, close it, crease the joints on the outside with a bone folder, and dry the book under a weight. In pressing several books at a time, place the books alternating to right and left, to preserve the crease in the joint.

If the original paper over a joint is broken, tighten in as above described and then apply, with thick paste,

a one inch strip of Hurd's bond No. 7002, or Remington typewriter paper No. 2, over the publisher's joints. Crease the hinge, insert waxed paper to prevent sticking, close the book and press until dry. This method is to be used only when the first and last signatures or sections of the book are firm. It will not be satisfactory if the sewing is loose.

Soft unsized muslin one inch wide is preferred by some for strengthening the joints because of greater pliability. Either ungummed paper or cloth is better than stiff gummed tape, as the soft fabric has less tendency to pull off the leaves of the first and last signatures. It pays well to tighten up new fiction at the first sign of a loose or shaky joint, as it may then be issued from 25 to 30 times before the need to rebind. It is frequently a real hardship to borrowers when popular new books must be withdrawn for the purpose of rebinding.

Loose signatures. Loose signatures, or sections, also often occur in quite new machine sewed books. The best way is to have such books resewed by a book binder.

When a book is partly or completely broken apart in the middle, the only satisfactory process is rebinding. Experience shows that it will not pay to undertake elaborate or difficult sewing.

Recasing. The object of recasing is to replace a book which has come out of its cover, or has loosened in the cover, when the latter is still in good condition and the sewing is strong. If the sewing is loose or is broken between the sections in a book which is worth rebinding, it should be rebound at once, as stated above. If the sewing is still strong, books of temporary popu-

larity can sometimes be cased well enough to last as long as the demand continues.

Remove the book from the cover, and tear off the coarse cloth called super which, in trade bindings, holds the sections together and the book in the cover. Carefully scrape off the loose paper and glue, soaking the back with paste a few minutes if necessary to get off all the glue.

Cut a strip of strong, loosely woven muslin or light weight canton flannel. (The latter is preferred by some menders as being better adapted to recasing.) The cloth should be used lengthwise, and cut one-quarter inch shorter than the back of the book and extending an inch or more over each side. Paste the cloth over the back of the book, pressing it on thoroughly, but avoid stretching the cloth. Do not put paste on the extensions until this first application is dry, then apply paste to the inside of the book covers one inch next the joints, but not on the back of the book. Insert the book in the cover, and press the cloth extensions down quickly on the cover, using care not to pull the cloth too tight. Allow this work to dry and then apply a new cloth joint as already described under "Joints." If time permits, relining the inside covers with paper will improve the appearance. Crease the hinges and press the book. Use waxed paper strips to prevent sticking for all mending inside of a book.

We are assured that the foregoing method will cost less and outwear recasing with double stitched gummed cloth.

When a cover frays or cracks along the joints on the outside of a book, remove the torn or ragged back.

Cut a strip of ungummed book cloth (art vellum or light weight imitation leather), harmonizing in color with the binding, and one inch longer than the back of the book at each end, and extending about an inch at each side. Cut a strip of manila paper the length of the book, slightly narrower than the back. Pasté this in the center of the book cloth and turn in the latter at top and bottom so that it is exactly the length of the original back. When it is dry, place the book in the middle of this, but do not apply paste to the back of the book. Slit the super or muslin which extends over the back, an inch from the bottom and top at the hinges, to allow for folding the book cloth over the sides. Protect this cloth with paper and rub down. New end papers may be added if desired, but this process is not recommended in small libraries where time is limited. Place waxed paper between the covers and the book, crease the hinges, and press the book. When the work is dry, letter the author and title on the new back with David's white letterine, or "Snow-White," and when dry, coat the lettering with thin shellac. In some cases the lettering from the old back may be saved and pasted on the new back. It should be trimmed so that the edges will not rub up.

Ungummed book cloth purchased by the yard, 39 inches wide, works to better advantage than cloth purchased in strips ready cut, as there is less waste. Ungummed cloth is better than gummed because the latter deteriorates and does not then stick firmly. Dark red, brown, black, blue and green are good stock colors.

New covers. Ordinarily it does not pay to re-cover an entire book. In extreme cases, if the sewing is firm, a

much worn or soiled book may be re-covered with book cloth, pasting it evenly over the old covers. The cloth is cut and folded over the covers as one would do in covering a book with a paper cover, with a half inch projection folded in across the back and on the inside of the covers. If time permits, relining the inside covers improves the appearance. Dull colored papers are desirable for the purpose. Kraft or wrapping paper is easy to procure and quite satisfactory.

Cleaning books. There are several ways of cleaning soiled pages, the process depending largely upon the kind of paper. Art gum, hard eraser, ink eradicator, powdered pumice, Ivory soap and a damp cloth, rubbing gently from the inner margin of the page, are all recommended. The last method must be used with care. Only a few pages should be washed at a time. Place waxed or blotting paper between the pages while the book is drying under press. Covers may be washed with vinegar and water. Obviously it will be impossible to wash many books in this manner, as it is too costly in time.

Varnishing covers. New books, especially fiction and children's books, and those having covers which have been washed, may be protected from soil with two coats of Barco, drying quickly by standing the books on edge or hanging them over a cord.

Picture books. The life of paper covered picture books for table use may be lengthened by sewing them through the middle with Barbour's linen thread. Paste a strip of colored book cloth two inches wide on the outside at back over the sewing and fold it over the sides of the cover.

Periodicals for circulation. The simplest method of reinforcing periodicals is by the addition of one-inch hinges of soft ungummed cloth, pasted on the inside along the joints to keep the cover on. Apply a little paste along the inner margins of three or four advertising pages, front and back, to prevent the hinge from pulling off the first leaf to which it is attached. All the advertising pages may then still be read. In many small libraries periodicals need no further protection.

Many libraries reinforce periodicals with additional paper covers. The St. Paul Public Library method is inexpensive and easy to carry out. Formerly the periodicals were lined with red rope paper, but later, on account of the saving in expense, Kraft or heavy wrapping paper was adopted. The process is as follows:

Remove the cover from the periodical.

Cut a piece of Kraft paper the size of the cover and extending over the back in one piece but projecting 2-3 inches on either side.

Paste this inside the original cover and turn under the projecting edges, which prevents the cover from rolling.

Place the periodical evenly in the new cover and press over night. When dry, sew into the cover, if the periodical consists of one section only.

If more than one section and securely stapled or sewed, paste several of the advertising pages to the inside covers, taking care to save the contents page, which should be inserted immediately in front of the text.

Paste in a pocket and date slip for circulation and press again.

Some prefer to sew the heavier periodical into the protective cover. For this purpose the hand drill, No. 49, made by the Goodel-Pratt Company, 1071 Lafayette street, New York, is excellent for thick periodicals. This drill may be procured from any local hardware dealer for about \$1.80, with additional points of any size at 15 cents each. Hand drill No. 3, made by the Miller Falls Co.,

Miller Falls, Mass., is automatic, and costs \$2.30, including a set of eight extra joints. Bailey's "Dartbutton fastener," made by the Courtrie Manufacturing Company, 115 Franklin street, New York, which consists of a dart or needle fastened to a yard length of strong black twisted thread, is a convenient and inexpensive device for quick sewing.

PREPARING MAGAZINES FOR CIRCULATION

Tan kraft paper is commonly used for covering current magazines for circulation in large and medium sized libraries, having the advantages of durability, economy and neutral tone. A satisfactory size and weight for general use is 24" x 36"—60 pounds to the ream. If care is used in fitting the required dimensions to the size of the sheets, the paper may be cut for convenience and with the minimum of waste into three stock sizes, about as follows: 11" x 16", 13" x 21", and 17" x 23". For libraries in small places where kraft paper may not be easily obtainable, a fair grade of wrapping paper from a local store will answer the purpose.

It is assumed that most magazines are likely to be needed for binding. The protection provided for circulation use of current issues, therefore, should not impair any part of the text, nor the covers if they are paged with the text.

Covering.

a. For single-section magazines:

Remove the entire cover, pulling the back away from the wire-stitching with care. Sew the magazine into a double fold of kraft paper, tying threads in the middle of inner folds. For a ten inch magazine five stitches are required. Paste the magazine cover over the kraft cover, fold evenly and press. Trim edges when dry.

If covers are paged with the text and are therefore necessary to complete the volume for binding, or if de-

sirable for other reasons to bind covers, do not remove them when preparing for circulation, but sew the entire magazine into a kraft cover and use without decoration.

The sewing is amply strong for attaching the reinforced kraft cover to a single section magazine without the use of paste, which is apt to weaken the outer fold of the magazine when the kraft cover is removed; and where inner margins are narrow, makes it unfit for binding. The use of gummed tape or double-stitched binder not only is unnecessary and wasteful for single section magazines, but in fact damages the outer folds, and in case they are paged with text, makes these outer leaves unfit for binding. Labels giving name of magazine and date of issue may be typed or hand printed and pasted on the front cover; or printing may be done in ink on the kraft cover.

Some of the single section magazines to which this treatment applies are: *Correct English, Independent, Libraries, Library Journal, Life, Literary Digest, Nation, New Republic, Outlook, Scientific American, Survey, Time.*

This method is suitable also for single-section pamphlets of ephemeral value.

b. *For magazines of several sections, either sewed with thread or wire-stitched:*

Remove entire cover with care and apply Gaylord all-white double-stitched binder to back of magazine, using thin paste. Fit a double fold of kraft paper to the magazine, paste the double-stitched binder to this kraft cover at the joints, and press. Apply paste to the kraft cover and fit the magazine cover in place with care. Press, and trim when dry.

SUGGESTIONS FOR TYPING MISSING PAGES

Select paper of quality and tint similar to that of the book having leaves missing. A supply of blank fly leaves taken from books that are to be rebound will furnish the necessary variety for most needs. Trim the paper to the exact length of the leaves of the book and $\frac{1}{4}$ inch wider. If the book from which the pages are to be copied has been rebound, allow half-an-inch in width and length. For the ordinary eight inch book the first essential, after suitable fly leaves have been selected, is to make sure that the typing is well within the limits of the print space, which is about $3\frac{1}{2}'' \times 5\frac{1}{2}''$ to $3\frac{3}{4}'' \times 6''$. Lay the leaf in the book close to the inner margin, turn the printed page back over it, and with a pin, prick through to the blank leaf at the four corners of the printed page. See that the wider margin is the *inner* margin when the typing is begun, and keep well within the space outlined by the pin marks. Deviation from this rule results in a haphazard appearance of an otherwise well typed page.

Unless the print in the book is rather large and the spacing liberal, usually more pages will be required in the typed copy than in the original print, and readjustment will be necessary to equalize the amount of the typed copy on an even number of pages, usually at least two more pages than in the original print.

The ordinary book page has printed space of $3\frac{1}{2}$ to $3\frac{3}{4}$ inches in width, in which 35 to 38 letters (including spacing and punctuation) can be typed, using the large-

type machine, or 10 letters to the inch; the common *length* of the printed space is $5\frac{1}{2}$ to 6 inches, in which can be typed 33 to 36 lines, about 6 lines to the inch. For the same print space the small-type machine takes 42 to 45 letters to the line and 33 to 37 lines to the page.

Thus, using a large-type machine, in a space $3\frac{1}{2}$ by $5\frac{1}{2}$ inches 1155 letters (including spaces, etc.) can be typed, 33 lines of 35 letters each. Take as an example a book having printed space of $3\frac{1}{2}$ by $5\frac{1}{2}$ inches, each line having 52 letters and each page having 32 lines of print, making 1664 letters (including spaces, etc.) to the page. As this could not be typed within the allotted space on two pages, it is better to spread the material to cover four pages. The width of the print space can be reduced by two or three letters, and the length to about twenty-six lines to the page, with spacing between paragraphs; or, to equalize the material on the four pages more exactly, double the number 1664 (letters to the page as above) to give number of letters on the two printed pages, (3328). Divide by 4 to find number of letters to be typed on each of the four pages (832 letters). This will make a well proportioned page of 26 to 27 lines of about 32 letters to the line, with some allowance for double spacing between paragraphs. Number the extra typed pages, *e.g.* "17a" and "17b." With proper care and a little practice this mathematical process will work out easily and with good results as to appearance of typed pages.

If this formula seems too detailed for ordinary practice, follow instructions for marking the limits of the print space, keeping the typing well within the allotted

space, and proceed without further calculation, numbering extra pages as indicated, "17a," "17b," etc.

When the missing leaf is at the end of the book, adjustment of material is unimportant except to have it come within the space of the printed page.

PREPARATION OF BOOKS FOR THE BINDERY

Need of understanding between librarian and binder. Because getting books off to the bindery is such a task, it is frequently delayed, and of course the longer the delay, the greater the task. And when they come back there are often disappointments in details of the work or omissions that make it unacceptable. Perhaps call numbers have been forgotten, the entire lot may have been bound in colors most disliked, or some much needed books returned unbound.

Cannot the chances of disappointment in this part of library work be reduced through a better comprehension of the wishes of the librarian and the way in which the binder may carry out these wishes? Many mistakes are due to a lack of understanding. It ought to be quite possible for librarian and binder to get together on the matter of preparation of books for the bindery, making the task simpler and more satisfactory for all concerned.

Experience is needed before one knows what the binder can do. Usually this comes only with long established relations, but a clear statement on the part of the librarian as to her wishes should bring acceptable work, or an acceptable explanation if impossible for the binder to comply.

Books which have accumulated for the bindery should be looked over by someone of authority and experience. The first consideration is, of course, the value of each book to the library. This consideration is for its literary value and the accuracy and timeliness of

its information. No books of purely ephemeral nature should be bound and, as a rule, none costing so little that replacement would be less expense in the end than binding.

Next should come a careful examination of its physical condition. Is it too soiled, too worn? so many loose pages that doubtless some are missing? poor, brittle paper? are the margins too narrow to permit strong sewing? In judging these matters, mending experience is needed—that wide contact with books in all stages of wear—to know what may be done in the mending room of the library for their extension of usefulness. Compare what may be done in the library with the book, consider the cost and ultimate wearing possibilities of each. This comparison means too, a knowledge of cost. Binders' prices are obtainable in printed form for the usual run of library books, and one can soon become familiar with the average cost of binding. The mending cost in the library may not be so easily estimated, but with some attention to materials, to equipment and time cost, an average can be reached. Few librarians really consider cost of repair inside the library and yet this is a matter of great importance in the upkeep of the collection.

Mending in the library is so great a factor in keeping down cost that it is sometimes carried so far as to entail loss rather than saving. No mending, poor mending, and too much mending attain the same sad end, that of putting the books into an irretrievable condition. When books reach such a state, it might almost be said that the library is using up its capital. The books are in fact

capital which needs careful guarding that proper value may be yielded the library.

When the rebound books are returned from the bindery, there will be a few still unbound and carrying slips marked: Too poor, too worn, narrow margins, pages missing, etc.

Some of these unbindable conditions might have been detected before shipping with a saving of time, freight and disappointment. For such books it is a good plan to clip to the leaves following the title page a note calling attention to such defects and indicating your wishes. Thus the binder will get your point of view at the outset and be able to proceed if your plan is feasible.

a. *Too soiled.* Children's books that have circulated in an industrial or steel town, may seem hopelessly dirty. Binders do not attempt much cleaning when re-binding, but it is surprising how much cleaner the books will look after binding. This can be attributed in part to the fact that much of the soil is on the extreme page margin, and this is trimmed in the binding process. Yet to rebind books that are too unsightly is not good policy if standards are to be kept.

b. *Too torn.* A book with many ragged pages, the paper of the first fourth of it worn to shreds near the back and foot of each page, where moist and eager thumbs have pressed the book almost beyond redemption, may come back unbound. Although mending is one of the requirements of binding, one can hardly expect much time to be spent on it. If many of your books are of such type, do not be surprised if when bound a slight extra charge is made for mending time. Before sending consider if they are worth this.

Books are at times returned when many corners are torn off; or tears may occur in the same position on the page through a large part of the volume. The librarian may feel this to be inexcusable as the book was good in all other ways. The fact is that these corners and tears through many leaves in the same place, when patched cause such an unusual bulking at the one point that to trim and press successfully is impossible. The alternative is to trim very deep, mending a few of the pages only. This preserves the book for use, but is not up to binding standards and the binder may prefer not to attempt it.

c. *Brittle paper*. If, on turning down a corner of a page, the paper breaks off at once on the fold thus made, it has not sufficient strength to hold the stitches or to undergo the process of binding. If such a book is rare and difficult to procure, mention its rarity on a slip in the book and your wishes regarding its binding, even at extra expense. It will require careful attention; often such pages are mounted with a fine gauze to give strength.

d. *Narrow margins*. Inner margins should be not less than $\frac{1}{2}$ an inch wide to insure successful overcast sewing. Sewing through the fold can and will be done when necessary, but all paper does not respond well to such methods and overcast sewing is recognized as best for the majority of books. Some binders may return without binding those books that have very narrow inner margins where the paper is too poor or the folds too worn either to oversew or sew through the fold.

e. *Missing pages*. If you know that a book is incomplete, yet feel that its value is not sufficiently lessened

thereby to prevent having it rebound, note this fact on a slip or on the title page, otherwise it may be returned unbound.

f. *If the book has been once rebound.* Consider the above points, margins in particular, and estimate its worth to you when price of second binding is added, compared to a replaced new copy with its ultimate cost and life.

g. *Improper mending.* Adult fiction and any juvenile books which have received no care whatever at the library, when sent to the bindery after long usage will have few threads of the original sewing left, and the bulging shabby collection of soft, loose leaves will barely be held by the covers. The leaves may be quite clean and perchance all there, but what a difficult task to get them into shape to bind!

A book may be made unfit for binding by the application of too much glue or paste on the back, inside the cover. This sometimes results from recasing or pasting the book back into its cover. The paste or glue may run down between the pages so far that it is impossible to separate them without tearing the entire inner margin. This same bad result comes from too much paste in tipping loose leaves. The separation of pages cannot be done without deep tearing. The use of gummed cloth or paper inside the body of the book has a similar effect. These strips so carefully put on by some patient mender must be removed, and other mending done in its place that will leave the page free, even, and unattached to others. Gummed strips must be removed for when placed in a machine these pages will "skid" with disastrous results.

Volumes of sets. If you are sending complete sets, it is well to tie volumes together. If not complete, and these are the first to be bound, write on a slip, "first bound." If any have been rebound send one volume as a sample for the binder to follow, and tie with volumes for binding. Otherwise they may not be bound alike, or your time must be taken to answer the binder's inquiries concerning them. It is not sufficient to say "bind in green," for there are several shades of green; and the size of volumes must be exact, together with the placing of title on the back, style of lettering, etc.

Very old leather books. These you may wish to have repaired that the old leather cover may keep its original appearance. This can be done and often most skilfully. A volume not so old, but with leather broken at the joint, may often be given a new leather back or be entirely rebound in buckram, expense being the deciding factor.

Special binding. Books just mentioned may need binding and not repair, yet the type of book requires something more than the usual standard library binding. The binder can give greater attention to this if you request it, making an attractive book in many details. A limited edition volume on handsome paper, specially printed, may well have some extra work on it.

What the binder must know. What material to use, whether leather, library buckram, or a cheaper cloth.

Colors—dark, bright, or simply light.

What to do about missing pages.

Title, author, and call number.

What he will do, if he has no instructions. Bind in library buckram of one of the standard manufactures.

If a large lot, he may bind in varied colors. If small, they may be all of one color.

He will bind with one or two pages missing providing they are not the first or the last pages of the reading matter. If a book of short stories, anecdotes, riddles, or short poems, he may bind with some pages missing. If title page, index or table of contents is missing, he will bind without.

He will gild author's full surname, and title in a shortened form maybe, as they appear on title page, also volume number when such occurs. The gilding of call numbers varies. Probably he will gild if call number is conspicuously placed in the book. He rarely will gild copy number, but he may type an occasional title page.

He will return unbound, as enumerated above, books which from his standpoint are too soiled, too worn, etc.

Author, title and call number, volume and copy number. What is the best way to inform the binder what you wish on the back of the volume?

Some librarians write a slip for each book; others send a check list; a third method is to lightly underscore the desired lettering on the title page. The first is considerable labor at the library; the second, although needed for checking in, is not altogether practical as a guide for gilders; the last seems by far the simplest and surest way.

It may be surprising to know that books are sometimes sent to a bindery minus title page, with no running title to distinguish, nothing on the pocket to help, and the cover so worn that the lettering may be entirely obliterated. In such case the book must be returned without a title. This, of course, is not a usual occurrence.

In case of a pseudonym, if the real name is to be used it should be placed on a slip or on title page. There is great difference in the use of Clemens and Mark Twain, for example.

If two authors, underscore the needed one, or both. Always underscore the volume numbers of sets.

Encyclopedias need careful lettering. Inclusive letters should be underscored, while the *World book* needs inclusive paging, as the index calls for items by page.

If you wish call number gilded, specify in some way, either by underscoring if that is the method used and the number appears on title page, or else by slip. Binders would welcome more uniformity in placing of call numbers in the books. They appear on title pages, on reverse of title page, on page following, sometimes on pocket only, or in ink on back only of original binding. They are sometimes placed so high or so low on the page that trimming of a part of the number is inevitable. Included with call number is sometimes the copy number, also the author number or letter; *J* for juveniles, *F* or *E* for little children's books, often with no accompanying number. If any of these are wanted on back of bound volume, inform the binder and he will mark his records.

Occasionally a library, having begun doing its own numbering on all volumes, will wish to continue this method; this too the binder should know.

A library may have many different collections and some variety be observed in classifying, and consequently in gilding; this change or variation should be clearly indicated that mistakes may be avoided.

Check lists. Librarians usually follow the estab-

lished local custom of making, or not making, a list. If the custom has proved efficient, it means that the librarian and binder have come to understand each other. But changes occur among library assistants and in bindery management, and "established custom" has frequently left records only in the memory of the changing executives.

Some difference of opinion exists as to the need of a check list. A long list requires time to make and to check. The advantages are many, in that any discrepancy in the count, or the failure to arrive of books that were listed, and the fact that some are received that were not listed, can at once be reported and further confusion avoided. Binders' records are not without mistakes, as binders work at high speed; and in the library there may be a new assistant, so whatever can be done to be of mutual help or benefit is worth a trial.

How to make a check list. Arrange by author, alphabetically, with titles, call numbers and volume numbers as required. A hit or miss list is an aggravation and consumes double time. If the shipment is large, juveniles may be included in a separate list. Some libraries number the list and the books to correspond, starting with number one at the beginning of the fiscal year. This makes checking a simple matter, a lost book is more readily found, and it serves as a quick record, if needed, of the number of books bound during a certain period.

Letter of general instructions. The binder should be notified of a coming shipment, the number of boxes and method of transportation. This enables him in case of delay to trace a shipment. In this letter may be given general instructions as to color, material, making of in-

voices, etc. Also it can call attention to specific instructions for certain titles. These specific instructions should be on slips in the books, and simply mentioned in the letter.

It has been asked, Do binders want to be bothered with instructions? Certainly, the binder wants to please his patrons, and certain requests or instructions are necessary. But it is better not to go too far in this matter. Suppose that fifty books be sent with color indicated for each volume, for no reason other than that five specified colors were wanted on the fifty. The binder must look in each book for its color slip, when if the request had been simply "five specified colors," much time might have been saved. Too many "special attention books" consume time which the binder cannot give without loss unless an extra charge is made on the lot.

Packing. Books for rebinding should be carefully packed and handled or loose leaves may flutter out and be lost. Books should be packed reasonably tight in boxes or, if a small shipment, (not over 25) they can be put into cartons. If boxes are not quite full, fill with crumpled newspaper. Do not pack too loosely as they slip about. Books that are loose in covers are best tied with a cord to insure against loss of a part. Magazines should of course be tied; newspapers should always lie flat, never folded, and if possible at the bottom of the box.

It is not wise to remove covers of books when sending them away. This is sometimes done to reduce transportation charges. There are disadvantages, however. The time required to tie each book, which is quite necessary, is one reason against it; another is that they

never pack well and in spite of all care shift about and become crumpled at edges of the leaves.

Before final packing, when underscoring or charging the books, leaf them over to see that no objects have been left between the pages. Pins, nail files, hairpins, and even safety blades are sometimes left in books by careless borrowers. Aside from the fact that such articles do not belong there, they may result in serious damage in the bindery when the edges of expensive cutting knives come in contact with them.

When books are received at the bindery, a card should be sent to the librarian at once, as she should be relieved of any concern as to their safe arrival.

When returned to library, check off carefully. If books received do not agree with the invoice or if there is any other error, notify the binder at once. Mistakes are not readily adjusted after a lapse of time.

These suggestions are made with the purpose of promoting a better mutual understanding of librarians' and binders' problems. Through cooperation and inquiry and effort, the librarian should be able to have her work done to her liking. And we trust these suggestions may help to simplify the task of preparation. No attempt is made here to give instruction in methods of charging and discharging books for the bindery. Each library will follow its own established routine. To have such routine simple and trustworthy is all that is necessary.

Library and school book binding is not a commodity like any raw material, to be delivered at a stated price. It is a made-to-order piece of work, done with old materials that are infinitely varied, and involving unex-

pected developments and difficulties. The books you receive from your binder are a result of his experience and skill in the craft, together with his equipment, his business ability and his honesty.

A visit to your bindery is always time well spent. Any library binder will welcome cordially those who come for study and understanding, and will be ready always to explain processes and methods.

PREPARATION OF PERIODICALS FOR THE BINDERY

A knowledge of the dates of publication, numbers comprising a volume, and some insight into various exceptions and changes that may occur, is necessary. The information here given may in some instances be out of date before this is printed, yet it should form a basis upon which instruction may be given and records started. When one has learned through familiarity in handling periodicals what to look for, how to catch changes and irregularities, the work of preparation for binding loses some of its pitfalls and becomes with acquired information more interesting. Periodicals in foreign languages are omitted, also those that are highly specialized and have but limited use.

1. HOW PERIODICALS ARE PUBLISHED:

Weekly, monthly, semi-monthly, bi-monthly, fortnightly, quarterly, yearly.

Volumes comprise certain consecutive numbers, grouped by the publisher for convenience of handling and indexing. A volume may be a full year's issue, six months, three months, according to frequency and size of the issues.

Weeklies:—Once a week, on definite days and always on that day, 52 issues a year.

Outlook:—Wednesdays, 3 volumes a year, ending with April, August and December.

Monthlies:—Once a month, 12 numbers a year, either one or two volumes in the year.

Forum:—2 volumes a year, ending June and December (running the calendar year.)

Century:—2 volumes a year, ending with April and October.

Fortnightlies:—Every two weeks, therefore the number of issues a year may vary according to the week-day on which the publication is issued, and its relation to the day on which the calendar year began. A fortnightly may have three issues in two months of the year.

Advertising and Selling Fortnightly:—Published on alternate Wednesdays. 2 volumes a year, ending April and October.

Semi-monthlies:—Twice a month, and never more than two a month, 24 a year. Many trade journals take this form, coming out on the 1st and 15th, 8th and 22nd, etc.

Rubber Age and *Motor Boat* come out on the 10th and 20th.

Chemical Abstracts:—Published on the 10th and 20th. 3 volumes a year, running January-May; June-October; November-December. Author, subject and formula indexes form the December 20th issue.

Library Journal is a semi-monthly for ten months of the year, issued on the 1st and 15th; monthly for July and August.

Survey comes out on the 1st and 15th, the Graphic number on the 1st.

Bi-monthlies:—Every two months, 6 numbers a year.

Bird-Lore:—Published alternate months, beginning with the January-February number.

American Journal of Sociology:—Issues 1 volume a year, ending in May.

Quarterlies:—Every three months, 4 numbers a year.

Publications of educational, literary and various research organizations are frequently quarterlies.

Yale Review:—January, April, July, October; 1 volume a year, ending in October.

Poet Lore:—Issues not designated as months but as Spring, Autumn, etc.

Annals:—Once a year, one number often a complete volume. Usually in the nature of annual reports.

Serials and Continuations:—Not always issued at stated intervals. These include the various proceedings, transactions, studies, papers, etc., published by state and national departments, societies, libraries, universities, etc. The volumes vary and many issues have no volume indicated, but are numbered instead.

Farmers Bulletin:—Published by the U. S. Department of Agriculture at irregular intervals, and numbered.

Supplements:

Many publications have an extra number with regularity, once a month, four times a year, etc.

The Nation publishes an extra section called "Book Section," issued four times a year. On its first page is printed, "Section 2," paging with regular number.

Magazine of History is a monthly. An extra number is issued once a year quite separate from the regular issues and in so far as binding is concerned seems to be a separate volume.

Commercial and Financial Chronicle, published weekly, four volumes a year. Its supplements, however, are many and important. Bank Quotations and Railway Earnings are issued monthly, State and City Supple-

ment, semi-annually, and the Bankers Convention Supplement is annually and marked Pt. 2.

Exceptions:

In regularity of publication. Educational monthlies may have but ten numbers a year, omitting the summer months.

School Arts Magazine, ten numbers, volume ending June.

Botanical Gazette, published by the University of Chicago Press, only eight numbers, none in January, February, July and August.

In arrangement of volumes.

St. Nicholas, printed as one volume a year, but issued in two parts; Pt. 1 from November to April, Pt. 2 from May to October. Each part has its own index, so it is practically two books issued as one volume.

Official Gazette of the U. S. Patent Office is unusual, published as a weekly, each issue being complete, bearing date and number. These are usually bound one month to a volume, and lettered on back, *e.g.* Vol. 331, February, 1925. Inclusive patent numbers are often given.

Irregularities:

Under this head would come those confusing interruptions of issues when titles have been merged; publications have changed title; sizes are changed; issues changed from weekly to fortnightly, or vice versa; and last, and quite the most confusing, when a title is discontinued and later most unexpectedly resumes publication with changes. Little guidance on these perplexities can be offered, other than that one must needs cultivate a calm attitude of watchful waiting.

Publishers' announcements are to be found in each issue on the cover, on page with table of contents, on editorial page, or sometimes on first page of reading matter. These give information as to reading matter, place of publication, date of issue, names of officers of firm, editors, price, etc. In the case of new and unfamiliar titles, these details are of help. Announcements of lapses in publication are rarely found here, but more often on the editorial page.

2. INDEXES, TITLE PAGES, TABLE OF CONTENTS, ADS, ETC.:

Indexes. How published and received:

Bound in last number of volume and paged with text.

Bound in first or early number of succeeding volume, paged separately.

Bound in with regular paging of succeeding volume, and in such a way that entire number must be taken apart to release it. (Unusual.)

Bound with regular paging of last number or early number of succeeding volume, and on same form with reading matter, so that two copies are needed to secure a usable index. (Very unusual.)

Printed on separate forms, and enclosed with issue or subject to request.

Title pages:

Usually printed on same form with index. *Scientific American* and some specialized periodicals print a separate title page.

Table of Contents:

Printed on front cover, back of front cover, first or last page of advertising matter in front of issue, and sometimes with the text. When no index is published, this may be quite valuable, and should be bound in the

finished volume, never otherwise. The contents may be bound, each with its number, or all together at beginning of volume.

Advertisements:

Usually paged separately from the issue, and in Roman numerals. In some trade and technical journals, paging is continuous with the issue. And in a few periodicals, as we know to our sorrow, advertisements are printed with the text.

Covers:

Seldom paged, except in some weeklies, when they should be bound in.

3. PREPARATION FOR THE BINDERY:

- a. Be sure that the volume is complete. The index will tell you. If none is published, see if the issues are numbered,—in the case of monthlies, one to six, usually. Look at the number following six; if it is again number one, then your volume is complete with six issues. Remember that all volumes do not run with the calendar year, though your subscription may.

Weeklies and fortnightlies: Be sure you have all issues. The dates will confuse until some practice is acquired in figuring by sevens and fourteens. Paging will help and will also show if extra numbers are included. Some periodicals print the "whole number" on each issue, showing the number published since the periodical was first issued. The whole number, volume and issue numbers are to be found in the issue or on the cover. These are a logical and sure guide. Misprints occur but seldom.

- b. Leaf over the numbers and see that there are no badly mutilated pages. In doing this, try to detect if pages are missing. Do not collate page for page; this is the

binder's task, but a little practice will soon enable one to determine if the volume is fairly perfect.

- c. Make out a binding slip. Slips are almost necessary for periodicals. Many binders provide a printed slip for their patrons; or slips may be purchased from any of the library supply houses. A blank slip will answer perfectly if properly filled out. Some slips will provide space for much of the information needed, but rarely for all of it. Information for some periodicals could never come under any printed form. Put on your slip as much as is consistent and convenient. It *must* have title of periodical, volume number and date, and name of library. Put these words in the order in which you wish them to appear on back of the bound volume. The name of the library does not of necessity appear on the bound volume, but it is needed on the binding slip as a means of identification. Clip this slip to the first page of reading matter or to the index, never among the advertisements. Information which cannot be written on the slip may be put in a letter or with the check list.
- d. A check list of titles and volumes is a great aid to the binder and to the library as well. It enables a correct checking up and report back to the library of any inaccuracies, which if deferred until volumes are returned, may cause confusion.
- e. Place the index between the first two numbers or just inside the cover of first number. The index will be sufficiently protected if placed as mentioned. If index sheet is too large, fold in middle; do not cut down.
- f. Tie with a soft cord which will not cut into the leaves, and tie up each volume separately as you wish it bound. If two volumes are to be bound as one, tie them to-

gether and the slip will indicate: *e.g.* "Vol. 7-8, 1927." Also place the issues in their correct dated order. This seems a trifling matter, but it is obviously the correct way.

Iron Age is so bulky that to tie in one package for a volume is impossible. (One issue of this showed 425 pages of advertising matter to 54 of reading.) Tie in equal sized packages, indicating on binding slip that this has been done.

- g. Do not remove advertising matter. It may seem an unnecessary amount of paper on which to pay freight, but these pages give protection in packing and if removed by an inexperienced hand, the magazines are apt to be torn. The strongest argument, however, is that if any parts of the magazines have been removed or numbers torn apart, it is difficult to place the responsibility if bound volumes are not complete or correct.
- h. An occasional volume may be quite irregular as to issues. A librarian may wish imperfect numbers bound, and not according to dates and volumes. Explain this to the binder, for to him it may seem erratic binding.

Printers' strike.

Remember if preparing some old volumes for binding, that a printers' strike occurred some years ago, resulting in unprinted issues for several magazines. A list of titles and numbers not issued was given in *Bulletin of Bibliography*, Jan.-Apr. 1920, p. 3-6.

Narrow margins.

Remember that some periodicals have very narrow margins, and when these are returned to you from the bindery do not think that the binder has trimmed unduly; or if he has not trimmed at all, remember his

difficulties. Literary Digest, Survey, Outlook, New Republic and others must frequently be carefully re-folded before binding is successful, and trimming becomes a problem.

Cooperation.

A library may have a new assistant preparing periodicals for the bindery who, either through carelessness or lack of instruction, fails to follow precedent, and the binder is puzzled as to what to do. He does not know if the library is changing certain methods or if a mistake has been made. It takes time to correct a mistake, and time also to write and get from the library an exact statement of what is wanted; and all this time the periodicals are waiting at the bindery, and delay is the result. To promote the library's own interest, cooperation with the binder is important, in sending periodicals as nearly correct and complete as possible.

4. WHAT YOUR BINDER MUST KNOW:

Do not expect him to know your wishes. He knows volumes and bindings, but not your exact wishes as to your particular work. Remember he has many patrons of many minds.

He must know:

- a. Material and color for your bound volume.
- b. What lettering is to appear on the back of bound volume.
- c. Just where this lettering is to be placed and its spacing.
- d. If you want the name of library on volume.
- e. If you want a call number gilded. (Some libraries do; others do not.)
- f. What you wish done if volumes are imperfect. Do you

wish him to procure the missing parts or will you do this? Same with indexes.

- g. If no indexes are supplied in your shipment, do you wish him to procure them, or are you willing to have volumes bound without indexes, depending on *Readers' Guide* and other helps?
- h. Do you wish some of the advertisements bound in and also booknotes and contributors' columns, etc.?
- i. Must the volumes match up with volumes which he has not bound or which another binder has previously done?

If your binder has done work for you for some time, then he has a record of most of these points; but even then, always make out a simple binding slip. If the binder has not done work for you heretofore, then be explicit and, to be safe, send a bound volume as a sample. If you are sending a new title, or one that offers complications, do not hesitate to be explicit and clear as to your wishes. If you intend leaving decisions to him, *tell him so*.

5. GENERAL CUSTOM AMONG BINDERS, when no instruction is sent, is to:

Bind index in front, unless paged to follow last number of volume.

Wait for index if not sent, notifying the library to supply.

Wait for parts that are lacking, and notify library to supply.

Bind with two or four pages missing unless they are consecutive.

If more than four pages are missing in the volume, notify library and await instructions.

Discard all advertisements unless paged with reading matter.

Discard covers unless pictorial and clean, or paged with reading matter.

Gild volume number in Arabic, without "Vol." or "V."

Abbreviate for months as follows:

Jan.	Apr.	July	Oct.
Feb.	May	Aug.	Nov.
Mar.	June	Sept.	Dec.

If further abbreviations are necessary when volume is very thin:

Ja.	Ap.	Jl.	O.
F.	My.	Ag.	N.
Mr.	Je.	S.	D.

Months are not given if volume runs complete with calendar year, but year covered only. If two calendar years, then "1925-1926." If parts of two years, "1925/1926."

With weeklies, inclusive weekly dates and year are given, as "Feb. 17 - July 10, 1926," or "July 17/'26 - Feb. 10/'27"; or omit day of month: "Feb. - July - 1926"; "July, 1926 - Feb., 1927."

6. TO SUPPLY INDEXES AND MISSING PARTS:

The subscription price entitles the subscriber to the index. There are very few publishers who ask an additional price for the index, so when the subscription is placed, request that index be sent when issued. A limited number are printed, so they are soon exhausted. Watch for index and if not arriving on time, send inquiry. By the time the magazines reach the binder it may be too late for him to procure one. Moreover, there is occasionally a charge made to the binder, as he has no subscription,

and he is justified in making a slight charge for his clerical trouble and expense. These are an added expense to the library and frequently unnecessary.

If periodicals are ordered from an agency, the agency attends to the matters of indexes, *if* you give your instruction when ordering the periodicals.

Try to get missing parts as quickly as possible as these soon are difficult to procure, even from the many supply houses. When your binder notifies you of parts lacking, give him at once permission to buy for you, or let him know if you are to supply. Delay in this is a constant source of annoyance, to the library because of magazines being tied up at the bindery, and to the binder because of incomplete work and lack of storage space. It is not unusual for librarians to wait more than a year to supply a missing part. Back numbers increase in price, so this is a point in favor of securing them as quickly as possible.

In small communities, old numbers of some of the popular titles may sometimes be found by advertising in the local paper, and usually no charge is made.

The following is a partial list of places supplying indexes and back numbers. The number of such firms is increasing, so that a complete list is not available:

F. W. Faxon, 83 Francis St., Boston, Mass.

Abrahams Book Store, 145 Fourth Ave., New York City.

American Library Service, 500 Fifth Ave., New York City.

Back Number Wilkins, Danvers, Mass.

H. W. Wilson Co., 985 University Ave., New York.

Early in 1927 Harpers put out a *Periodical librarians' handbook* containing much valuable information relating to publications, dates, volumes, indexes, etc.

A small sheet, *Periodica*, giving births and deaths in the

periodical world, was issued for a brief time by the Franklin Square Agency. This was later incorporated in several issues of the *Library Journal*. Such scraps of information are most helpful, but with the obvious need of its being strictly up to date, the expense is considerable. Every periodical librarian must do her own compiling.

SPECIFICATIONS FOR LIBRARY AND SCHOOL BOOK BINDING

*Approved by the A. L. A. Committee on Bookbinding and the Library
Group of the Employing Bookbinders of America*

While these notes have been arranged primarily as an aid to library and school book binders in giving detailed instructions in clear and concise form to their workers, they will be found equally important for the guidance of librarians and of assistants in charge of binding in libraries and schools. They will serve also as information regarding many details of binding with which some librarians are not familiar, the better knowledge of which, with the cooperation of the libraries based on that knowledge, should be of great value in helping to bring about better and more uniform methods for library and school book binding.

INSTRUCTION TO BINDER

When an instruction slip accompanies the volume to be bound it should be tipped by one corner to the inner margin of the right hand page following the title page, using very little paste. An instruction slip should never be pasted to the title page, which should be kept as free as possible from notes and other marks.

PREPARATION FOR SEWING

All books should be carefully collated before taking apart, to detect any missing or damaged leaves, missing or duplicate sections, misprinted pages, irregular margins, etc. In case of portraits, maps, or other illustrative material in bad condition, save if possible, trimming ragged edges and building

out the leaf as described in a later paragraph. This does not apply to ordinary fiction unless illustrations are paged with text.

Where in a work of fiction one or two leaves are found to be missing in one place, some librarians are willing that the book shall be bound as it is, provided the missing parts are neither the first nor the last pages. The missing pages are then noted on a slip tipped lightly to the inner margin of the right hand page after the title page. When a larger number of leaves is missing or books other than fiction are found imperfect, either return the books unbound accompanied by printed slips such as are used by some binders, on which the defects of each book are checked, or ask for further instructions from the librarian.

While the backs of all books should be trimmed as little as possible before sewing, whether this is to be done by hand or machine, the backs of books having narrow or irregular margins should not be trimmed at all. If margins are too narrow to oversee without the stitches encroaching on the type matter, either sew through by sections or return the book unbound to its owner for further instructions or with the statement that it cannot be satisfactorily rebound.

The usual order of leaves in the front of books preceding the text is as follows: (1) Leaf giving list of other books by same author, or series or edition notes. (2) Leaf on which is printed bastard title only. (3) Frontispiece, which may be an illustration, portrait or map. (4). Title page. (5) Dedication, preface or introduction, or all of these. (6) Contents. (7) List of illustrations, maps, etc. (8) Half title or chapter heading.

There are numerous exceptions to this order, some books having title page only preceding the text, the subject matter

following immediately. Others have in addition to title page any one or more of the introductory features described, and commonly in the order given, although varying somewhat.

Discard tissue paper from frontispiece and illustrations of fiction unless title or description of picture is printed thereon.

Where the margin of a leaf is ragged, trim evenly leaving at least a quarter-inch margin on which to paste a strip of paper of quality and tint similar to that of the book. A stock of such paper may be collected from waste fly leaves in the books to be bound, and the desired variety in quality and tint secured. This kind of patching is particularly suited to title pages which may be in bad condition while the rest of the book is fairly good.

Mend tears in margins with light weight cockle bond paper, and on left hand page as a rule, where it shows less in reading. However, when one side of a torn leaf is blank, patches should always be pasted on that side.

Mend tears through print with tissue paper, strengthening torn margins with thin bond paper.

When the paper in a book is brittle or has become disintegrated from age, or if still apparently in fair condition although the copyright date may show the book to be fifteen years old or more, the paper should be inspected carefully and if sewing is not likely to hold, the book should be returned to the library without being taken apart, and with a note as to condition of paper. An attempt to rebind may ruin such a book, while careful repair might make it usable for a time. Or the book might appear to be perfect after rebinding, but after a little time the paper would be found breaking next to the sewing, and the binder be blamed for a condition which was not his fault, or an innocent borrower be suspected of misusing the book. Occasionally the paper

disintegrates within a very few years beyond the safety point for binding.

SEWING, TRIMMING, ETC.

Provide an extra fly leaf at front and back of each book.

Do not use a heavy or double muslin guard on the fly leaf which comes next to the book, as such a guard will soon cut the leaves of the book at that point.

End papers should be of fair quality and of medium weight, of either a rag or kraft basis and of a subdued tint. Reinforced end papers with concealed cloth joints are as strong and far better in appearance than the old types of visible cloth joints. The reinforcement should be of thin, strong muslin.

Most books should be oversewed, either by hand or by machine. There are some books, however, such as those having narrow or irregular margins, which it is better to sew through the sections, provided paper is of good enough quality; books made from a fair grade of heavy paper if not too large; and some books of high grade paper whose original form should be preserved as far as possible.

Oversewing either by machine or by hand is entirely practical for nearly all library binding, including books and periodicals, estimated by various binders at eighty to ninety per cent of the entire output.

To provide for trimming and a possible second rebinding, the sewing should extend only within one-half to three-fourths of an inch from top and bottom of the book.

After sewing trim edges of books carefully, watching for irregularities in print, extending maps or plates, narrow or irregular margins, etc. A trim of one-eighth inch should be ample in most cases.

LINING, ROUNDING AND BACKING

Linings should be of a good grade of medium weight canton flannel or muslin, cut to cover the back of the book to within one-fourth inch of top and bottom and extending over on each side one-and-one-half inches.

After a coat of flexible glue has been applied the volume is rounded and the fabric lining applied before the book is backed by pasting the fabric all over on one side (if canton flannel is used the nap side should be pasted); the backing to be done when nearly dry. This insures a smooth and flexible back and well defined joints. So-called super or grass cloth should never be used for lining.

Joints should be neatly and carefully made. They should not be so wide as to allow the covers to become loose and wobbly.

COVERING

A good quality of binder's board should be used for covers, suited in weight to size and weight of the book.

Magazines and large books should be bound in Interlaken, Bancroft legal or Holliston buckram unless instructions indicate otherwise. The medium and darker colors are most satisfactory. The lighter shades show soil easily and must be lettered in ink to have titles legible. Gold is used on the medium and dark colors, which give better service for permanent binding.

Two styles of corners are in common use, the so-called round corner and the square corner. Both have their advocates, but there seems to be little choice as to their relative value.

In fastening the cover to the book special care should be used that the end papers are securely pasted in place in order

to insure strong joints. Never use glue for this purpose. Books should remain in press over night.

Where leather is specified the use of acid free morocco (goatskin) is advised. This is especially desirable for the better class of books subjected to hard wear. Reliable manufacturers and dealers stamp each skin on the back indicating it to be free from injurious acids. Roan and buffing are not to be considered for library binding.

The waterproof cloths or imitation leathers, made in suitable grades for book binding, promised to meet a need in library binding when put on the market some years ago. But the unreliable qualities put out during the war period and after, the difficulty in handling and in lettering in the binderies, the cracking of the finish with use and the occasional lots which had a very offensive odor, combined to make them unpopular both with libraries and binders, and their use has been largely discontinued.

Imitation leather and waterproof cloths in general have for years presented the problem of necessity for special sizing before lettering and of treatment of the edges of the material before pasting down end papers, which processes tend to add a little to the cost of binding. Tests of the last year or more have developed a finish on certain makes of waterproof cloth which may be lettered by hand without special size. The solution of the difficulty of lettering removes the most serious objection to its use. However, experience and a test of the tensile strength of the cloth show that the grades recommended for library binding are too light in weight for the hard service given by all but the smaller libraries. A suitable weight for general library work costs considerably more, although probably worth the extra cost where libraries are prepared to pay it.

A recent development in two-toned buckram promises to add new variety to library bindings, particularly for fiction. Many of the color combinations are bright and attractive and in good taste, with small increase in cost. The application of lacquer to the newly rebound books not only heightens the color a little but makes the covers waterproof.

The standard material for ordinary binding continues to be plain buckram, the heavier grades for hard usage and large books. Application of Barco or other lacquer after lettering seems the most practical method of waterproofing these. Some firms who furnish reconstructed books have spraying equipment by which the books are lacquered before being returned to the libraries.

Volumes of sets should be accompanied by instructions as to materials and colors, and by a sample volume if others of the set have been rebound in the library owning it.

It is rarely advisable to return a used book to its original cover after resewing.

FINISHING

Finishing should be done after proper sizing, with type as large as the back of the book will allow, consistent with the length of author and title, using XXD gold.

The top line of lettering should be an inch to an inch-and-a-half from top line of back. The top of first line of call number should be placed two to two-and-a-half inches from the lower edge of the back. Librarians differ as to this, but the important point is to have the call number high enough to escape the friction of ordinary handling. A standard location to be agreed upon by library binders would be useful where libraries do not specify definitely the height desired.

Good taste in finishing is essential to a workmanlike binding.

GENERAL NOTES

Before books are returned to patrons it is a good plan to open each one according to rules with which all binders are familiar. This tends to overcome the stiffness of the newly bound volume and minimize the likelihood of the book being forced and perhaps ruined by some thoughtless person. During this process of opening, the books should be inspected critically to detect any imperfections in sewing, inverted leaves or sections, torn or pasted leaves, or other defects in workmanship.

There are some rare, valuable or unusual books which require special and very careful treatment which cannot be covered in these specifications. Usually, where the quality of the paper in such books permits, they should be sewed through the sections and trimmed as little as possible or in some cases not at all. Librarians appreciate intelligence, skill and experience on the part of the binder when this class of work is to be done, and there should be good incentive for the shop that can turn out not only good serviceable books, but which on occasion can produce bindings above the average in finish and workmanship.

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